



June 8, 2012

### **Information for Filing Expenditure Reports - Employers of Lobbyists**

As a registered employer of a lobbyist with the Tennessee Ethics Commission ("Commission"), you are required, pursuant to T.C.A. § 3-6-303 and Commission Rule 0580-1-1.05(1), to electronically file a semi-annual lobbying expenditure disclosure report no later than August 14, 2012. This report covers the period January 1, 2012 – June 30, 2012.

Pursuant to T.C.A. § 3-6-306(a)(1)(A)(iii), the Commission may assess civil penalties against an employer of lobbyist for failure to timely file the report.

On July 1, 2012, the ilobby portal will be available for filing employer of lobbyist expenditure reports.

#### To file:

1. Go to <https://apps.tn.gov/ilobby/> to log in.
2. You will need your username and password to access your account. If you do not have your username and password, you will have the option to retrieve this information on the login page of the ilobby application. If you need further username or password assistance, please call the **Help Desk at 615-313-0300**. Any other questions should be directed to the Bureau staff at 615-741-7959 or email at [ethics.counsel@tn.gov](mailto:ethics.counsel@tn.gov). **Do not** create a new account if you have forgotten your username or password.
3. Please check your contact information and update it, if necessary, **before** filing the expenditure report. The expenditure report will be pre-populated with information from the contact details. You will not be able to make contact detail changes on the report itself.

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